

ADMINISTRATIVE - INTERNAL USE ONLY

PLANNING STAFF
WEEKLY REPORT FOR PERIOD ENDING 04 OCTOBER 1988

I. Progress Report on Tasks Assigned by the DCI/DDCI:

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. PLANNING:

(1) At the request of the OL front office, IMSS revised the proposed OL Blueplate article on Agency-controlled worldwide support flights to reflect statistics on amounts of cargo shipped and costs of the program. The proposed article was submitted to the DA Management Staff for review by the DDA on 27 September.

(2) IMSS prepared a paper on resource issues in OL that impact on the DS&T. The paper was submitted by the OL front office to the DDA for review.

(3) IMSS is currently collecting year-end statistics for OL components for inclusion in a video presentation on OL activities for FY-88 to be given at the OL Quarterly on 3 and 4 November.

B. CLAIMS

Relative to Customer Service:

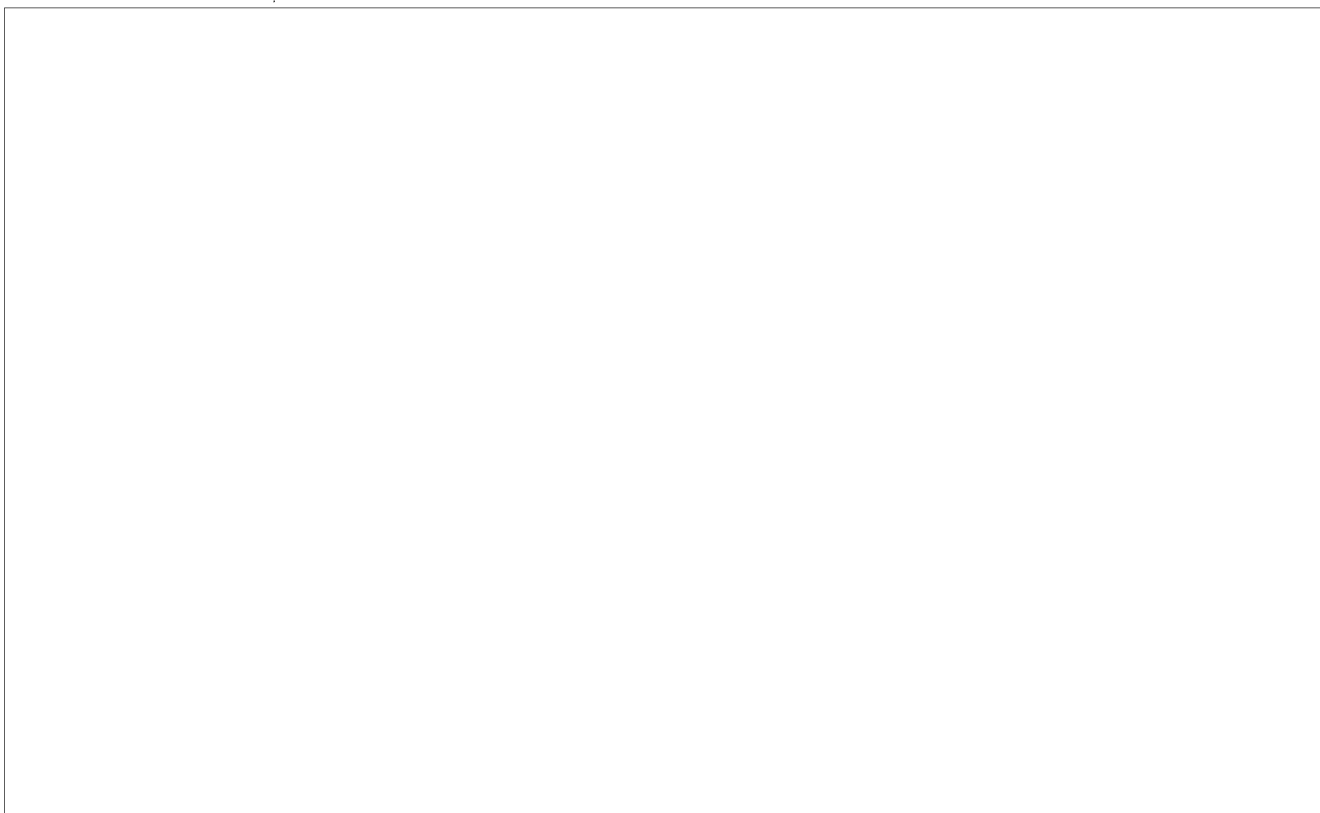
(1) The Claims Review Officer is currently in the final stage of coordinating with the Office of Finance (OF) on an Employee Bulletin advising employees that cash advanced for TDY/PCS travel becomes their personal property, that claims for theft of such funds have increased this past year, that \$300 is the maximum allowable under the Claims Act for such losses, and that employees should use traveler's checks to protect themselves from loss.

(2) The Claims Officer is also in the process of coordinating with OF in the conceptual stage of a poster being prepared for display in all disbursing offices advising employees on the same subject as stated above.

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III. Significant Events Anticipated During the Coming Week:

IV. Perspective of Staff Activity:

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